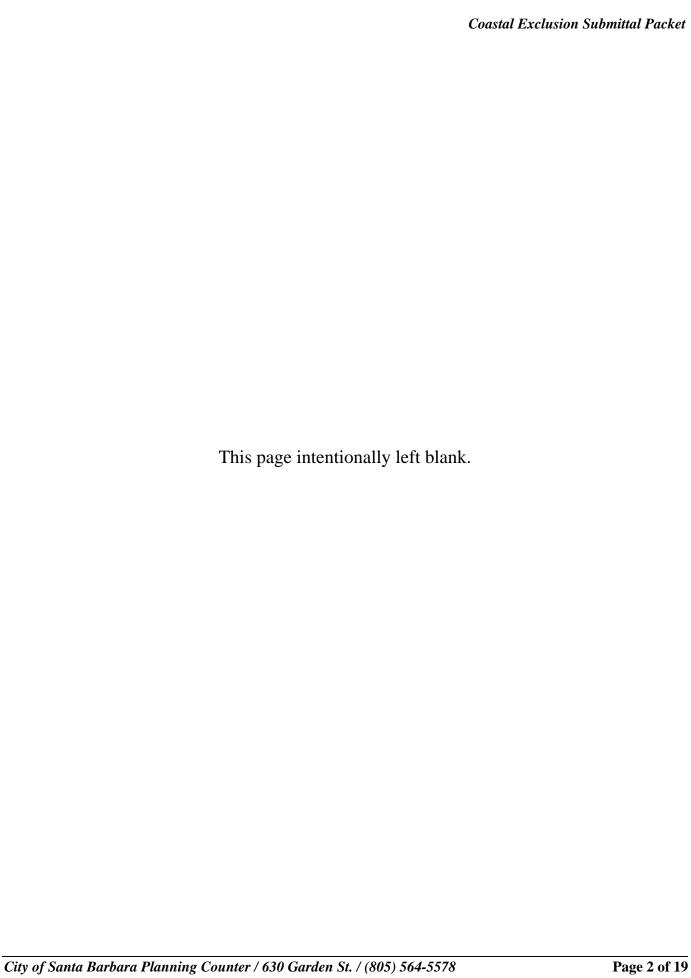


COASTAL EXCLUSION SUBMITTAL PACKET

Coastal Exclusion Submittal Requirements
Notice of Exclusion Form
Coastal Development Permit Application
Sample of a letter addressed to Planning Staff
Sample of a completed Master Application

Notes:

- Please obtain a Master Application for additional submittal requirements.
- Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. at (805) 564-5578.
- It is important that you research the project site prior to submitting an application.
- Information such as the 1) Santa Barbara Municipal Code, 2) handouts, 3) guidelines, 4) street and 5) planning files (a.k.a. LDT files), 6) parcel and 7) case information is available online at http://www.ci.santa-barbara.ca.us/departments/community_development/ via "Quick Links" (on the right-hand side of the computer screen).
- When developing your proposal, ALWAYS refer to the actual Zoning Ordinance for the most complete and detailed information. As a rule of thumb we recommend that the following sections in the Zoning Ordinance also be reviewed carefully for additional information: Definitions (S.B.M.C. §28.04), General Provisions (S.B.M.C. §28.87), and the Automobile Parking Requirements (S.B.M.C. §28.90). Additionally, the history of the property needs to be researched; this includes reviewing the archive plans, and street files and planning files. Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports must be addressed as part of your application.
- Street and planning files (a.k.a. LDT files), and archived plans are located at the Records and Archives counter (located at 630 Garden St. (805) 564-5554). Please note that requests to view archived plans are on an appointment basis. Copies of the Zoning Ordinance may be purchased at the City Clerk's Office at City Hall (at 735 Anacapa St. (805) 564-5309).





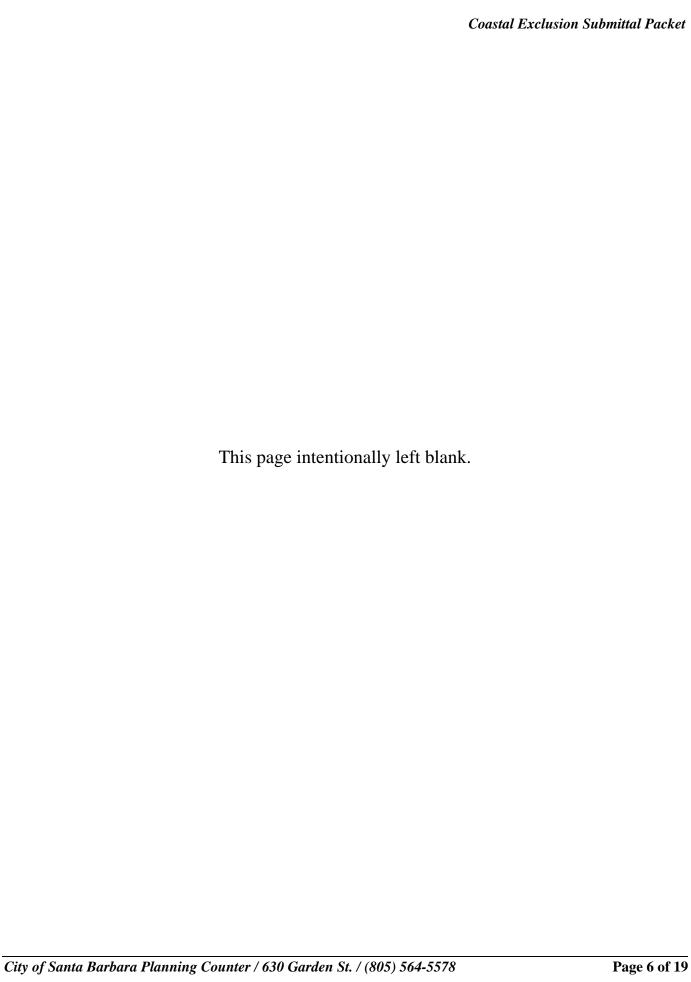
COASTAL EXCLUSION SUBMITTAL REQUIREMENTS

The following information is required to determine whether a project qualifies for a coastal exclusion:

1.	Comp	pleted Master Application Form:
		Project Address
		Assessor's Parcel Number(s) and Land Use Zone(s)
		Existing use(s)
		Complete Project Description (detailed description in letter)
		Approval(s) requested
		Proposed use(s)
		Owner and Agent - Name, Address (include Zip Code) & Phone Number - give a numbered address [not "the corner of"]
		Square footage, number of existing and proposed structures, number of existing and proposed units
		Lot size
		Signature of Property Owner and Applicant/Agent
2.	Lette	r from Applicant: (See attached sample letter.)
		Must include a statement describing the request
		Complete project description
3.	Addit	ional Forms to be Completed and Filed:
		Notice of Exclusion form, with required signatures
		Coastal Development Permit Application form
4.	Photo	ographs:
		Current photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). (Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)
		Composition panoramic view of the site. (Please refer to sample boards available at the Planning Counter.)
		Photographs <u>must</u> be clear and visually legible. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs AND <u>must</u> be a minimum of 3"x5" in size.
		Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). (<i>Please refer to sample boards available at the Planning Counter.</i>)

5.		•	(2) sets of plans folded to $8 \frac{1}{2}$ " x 11" and attached). Plans must be a minimum of d each set must include the following:							
	a.	Site F	_							
			Legend							
			Land Use Zone							
			County Assessor's Parcel Number(s)							
			Slope of property as defined in SBMC§28.15.080							
			Existing, required and proposed parking space(s). Clearly indicate whether it is covered or uncovered.							
			Scope of work							
			Site statistics showing both square footages and percentage of coverage of building, landscaping and paved areas for proposed uses							
			Gross <u>and</u> Net square footages for each existing, demolished, and proposed unit(s)/building(s)							
			Multi-residential density calculation; include number of bedrooms per unit (if applicable)							
			Detailed breakdown of the amount of cut and/or fill under the main building footprint (in cubic yards) (if applicable)							
			Detailed breakdown of the amount of cut and/or fill outside the main building footprint (in cubic yards) (if applicable)							
			Vicinity Map							
			Site Plan Details							
			North arrow							
			> Scale of drawing							
			Site topography							
			Location of <u>all existing</u> and <u>proposed</u> structure(s) and use(s)							
			Location of <u>all existing</u> , <u>demolished</u> , and <u>proposed</u> parking							
			Dimensions of the property and all building(s), structure(s), and parking							
			Setbacks from property lines to all building(s), structure(s), and parking on the property							
			Distance between existing & proposed buildings							
			Location of all fences, walls and hedges and indicate heights							
	b.	Eleva	ation(s):							
			Label each elevation							
			Scale of drawing							
			Views from all sides of the building(s) involved in the project; clearly indicate all existing, demolished and proposed new work							
			Heights of building(s) and structures involved in the project as defined by SBMC§28.04.100							
			Identify both existing and finished grades							

	c.	Floor Plan(s) (If applicable):
		Scale of drawing
		Label each floor plan when multiple levels apply
		Existing and proposed floor plans of involved buildings, showing access, window(s), door(s); be sure to clearly indicate what is being removed, replaced and/or altered
		Label all rooms
	d.	Landscape Plan(s) (If applicable): (See the Landscape Design Standards for Water Conservation)
		Indicate total area landscaped in square footage and percent of total site
		Show all existing and proposed plant material and indicate species and size
		Indicate with an X through trees proposed to be removed
		☐ Indicate the location and identify all paved surfaces
		☐ Indicate irrigation system
6.	Fees:	
		To be paid in the amount indicated in the latest fee resolution adopted by the City Council
*NOT	E: Plea	se be advised that depending on the scope of the project, additional information may be required by Staff.





NOTICE OF EXCLUSION

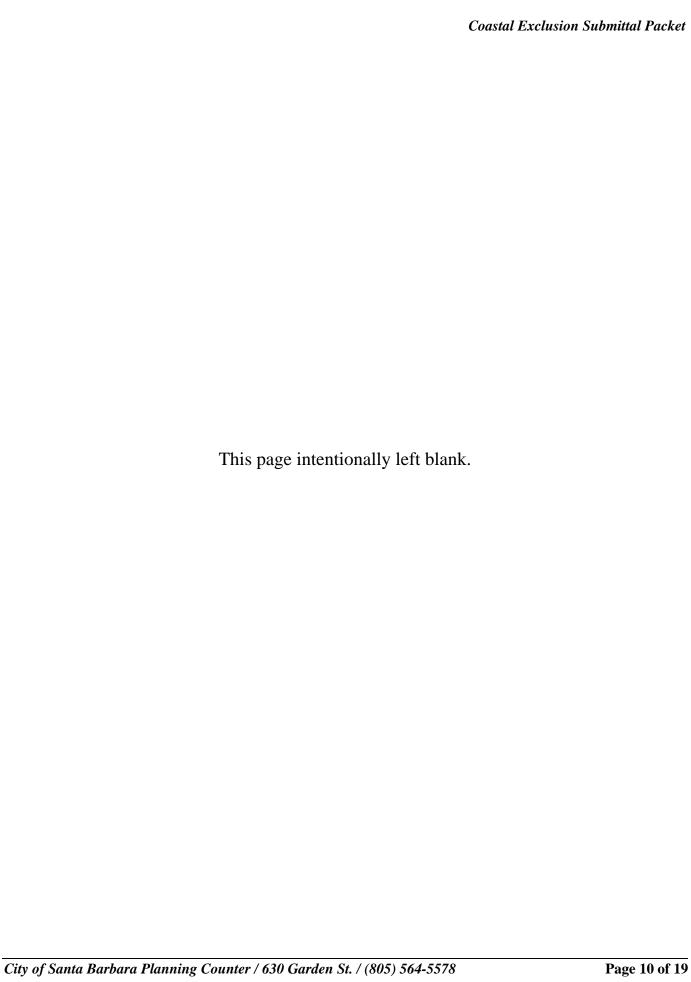
This Notice of Exclusion is for a development that is excluded from the Coastal Development Permit requirements under Categorical Exclusion Order No. E-86-3, adopted by the California Coastal Commission on July 8, 1986, and per SBMC 28.45.009.

Date:
COASTAL DEVELOPMENT PERMIT APPLICATION NO. MST200
PROJECT ADDRESS:
ASSESSOR'S PARCEL #'S:
JURISDICTION OF THE COASTAL ZONE: APPEALABLE (NON-EXCLUSION AREA) NON-APPEALABLE (EXCLUSION AREA) CALIFORNIA COASTAL COMMISSION (STATE) PERMIT
APPLICANT: ADDRESS:
OWNER: ADDRESS:
PROJECT DESCRIPTION:
EXISTING BUILDINGS:
PROPOSED BUILDINGS:
Proposed Uses:

-	categorical exclusion category:
a.	TIME-SHARE CONVERSIONS. Any activity anywhere in the Coastal Zone that involves the conversion of any existing multiple-unit residential structure to a time-share project, estate, or use, as defined in Section 11003.5 of the Business and Professions Code. If any improvement to an existing structure is otherwise exempt from the permit requirements of this division, no coastal development permit shall be required for that improvement on the basis that it is to be made in connection with any conversion exempt pursuant to this subdivision. The division of a multiple-unit residential structure into condominiums, as defined in Section 783 of the Civil Code, shall not be considered a time-share project, estate, or use for purposes of this subdivision.
b.	VESTED RIGHTS. Any development which, on the effective date of this subsection, has a valid approval from the Coastal Commission shall be considered to have a vested right until such time as said approval expires or lapses; provided, however, that no substantial change may be made in any such development without prior Coastal Commission and City approval having been obtained by the developer.
c.	SINGLE-FAMILY.
	1. Construction of one (1) single-family residence on an existing vacant parcel in the exclusion area. If demolition or relocation of any existing structure is necessary in order to accommodate such construction, or if such demolition or relocation has occurred in the year prior to the request for construction, the lot is not vacant.
	2. Additions to existing single-family residences in the exclusion area, except when such additions require other City approvals other than building permits.
	3. Improvements to existing single-family residences in areas other than the exclusion area; provided, however, that those improvements which involve a risk of adverse environmental effect or adversely affect public access or result in a change of the intensity of use shall require a coastal development permit, as provided in California Administrative Code Section 13250, as amended from time to time.
d.	OTHER CONSTRUCTION. Improvements to any structure other than a single-family residence or a public works facility; provided, however, that those improvements which involve a risk of adverse environmental effect; or adversely affect public access; or result in a change in use; shall require a coastal development permit, as provided in California Administrative Code Section 13253, as amended from time to time.
e.	MAINTENANCE OF NAVIGATION CHANNELS. Maintenance dredging of existing navigation channels or moving dredging material from such channels to a disposal area outside the Coastal Zone, pursuant to a permit from the United States Army Corps. of Engineers.
f.	REPAIR OR MAINTENANCE. Repair or maintenance activities that do not result in an addition to, or enlargement or expansion of the object of such repair or maintenance activity; provided, however, that extraordinary methods of repair and maintenance that involve a risk of substantial adverse environmental impact, shall require a coastal development permit, as provided in California Administrative Code Section 13252, as amended from time to time.

□ g.	UTILITY CONNECTIONS. The in replacement of any necessary utility condevelopment approved pursuant to the Conditions to mitigate any adverse impact	nnection between a California Coastal A e City may, whe	an existing service facility and any Act of 1976 or the Coastal Overlay are necessary, require reasonable
☐ h.	REPLACEMENT OF EXISTING ST than a public works facility, destroyed this Code.		- ·
i.	eminent danger, or to restore, repair or a damaged or interrupted by natural disaster requirements of obtaining any permit unthe Community Development Director of days of the disaster or discovery of the subsection authorized permanent erect thousand dollars (\$25,000).	to protect life and maintain public we er, serious accident nder this Section m of the type and loo he danger, whiche	d property, public or private, from orks, utilities or services destroyed, or in other cases of emergency, the hay be waived upon notification of cation of the work within three (3) ever occurs first. Nothing in this
☐ j.	DEVELOPMENT WITHIN THE Goodleta Slough Reserve Zone is required Permit pursuant to the provisions of Charles 1991; Ord. 4375, 1986; Ord. 4173, 1982.	ed to obtain a Go apter 29.25 unless	oleta Slough Coastal Development
developm	e, the Community Development Department meets the requirements of Public rom the coastal development permit requirement.	Resources Code	Section 30610 (e) and is thereby
CERTIFI	ED BY:		
		ON	
(Applican	at's Signature)		(Date)
		ON	
(Owner's	Signature)		(Date)
		ON	
(Designat	ed Planner's Signature)		(Date)
		ON	
(Designat	ed Planner's Printed Name)		(Date)
NOTE:	Within 5 days, the Community Devel California Coastal Commission, 89 S		* *

CA 93001





COASTAL DEVELOPMENT PERMIT APPLICATION

		Th	is section is to l	be filled out	t by Plannin	g Division Staff	Only
MST	`#:				CD)P#	
Envi	RONM	ENTA	l Determinati	ION (IF NEC	ESSARY):		
Cond	CURRE	ENT A	PPLICATION(S):	□ ABR	HLC	☐ PRT/DRC	☐ PC/DART
APPL	ICATIO	on Ri	EVIEWED BY:			DAT	ге:
NOTE	:	pern to th	nits which would is form, a Maste	normally be r Applicatio	e required. [7] n as well as	The applicant mus	r City approvals or it submit, in addition ls normally required sarbara
I.	TYPE	OF A	APPLICATION				
		LCP	Exclusion				
		Coas	tal Development I	Permit:			
		1.	Appealable F	Public Hearing	g required		
		2.	Non-Appealabl	e Public H	earing require	ed	
		3.	California Coas	stal Commiss	ion (State) Pe	rmit	
II.	PROJ	ЕСТ	OWNER/APPLI	CANT AND	LOCATION	I	
	Owner	r:					
	Applic	cant:_					
	Projec	t Loca	tion:				
	Parcel	No(s)	.: <u> </u>				

III. PROJECT INFORMATION:

THE FOLLOWING INFORMATION IS REQUIRED FOR A COASTAL PERMIT APPLICATION TO BE CONSIDERED COMPLETE:

PLEASE NOTE:

*Where questions do not apply to your project, indicate "NOT APPLICABLE" or "N/A".

A.	TYPE	OF F	PROJECT	:					
		New				Sq. Ft.			
		Addi	tion			Sq. Ft.			
		Rem	odel			Sq. Ft.			
		Repa	ir			Sq. Ft.			
		Dem	olition			Sq. Ft.			
		Rem	oval			Sq. Ft.			
		Grad	ing	Cut _		Cu.	Yds. Fill_		_ Cu. Yds.
		Pavii	ng			Amount			
		Fenc	es/Walls	Heigh	t	a	nd Length _		
		Retai	ining Walls	s Heigh	t	a	nd Length _		
		Chan	ige of Use	From			То		
		Othe	r						
В.	RESI	DENT	IAL:				,		,
			No. of Lots	LOT AREA	No. of Bldgs.	BLDG. SQ. FT.	STORIES	UNITS	BEDROOMS PER UNIT
	Exis	TING							
	PROP	OSED							

^{*}Within thirty (30) days of receipt of an application, the Planning Division will inform the applicant in writing if the application is <u>complete</u>, or <u>not</u>, and what items must be submitted. <u>Processing of the application will not begin until it is complete</u>.

C.	N	Λ	N	Τ.	D	T.	CI	m	L	1	٦ľ	Т	T.	A 1	Γ.	
C.	IN	v	T.	١	N	Ŀ	J.	w	Ю	ıL,	٧.	ı.	1£	A.	<u>.</u>	

	No. of Lots	LOT AREA	No. of Bldgs.	BLDG. SQ. FT.
EXISTING				
Proposed				

D.	DESCRIBE THE EXISTING CONDITION OF THE PROPERTY. INCLUDE NUMBER, SIZE, USE OF ANY EXISTING BUILDINGS, AND NUMBER OF UNITS:
Е.	DESCRIBE THE PROPOSED DEVELOPMENT. INCLUDE SQUARE FOOTAGE, INCIDENTAL IMPROVEMENTS SUCH AS SEPTIC TANKS, WATER WELLS, ROADS, GRADING, ETC.:

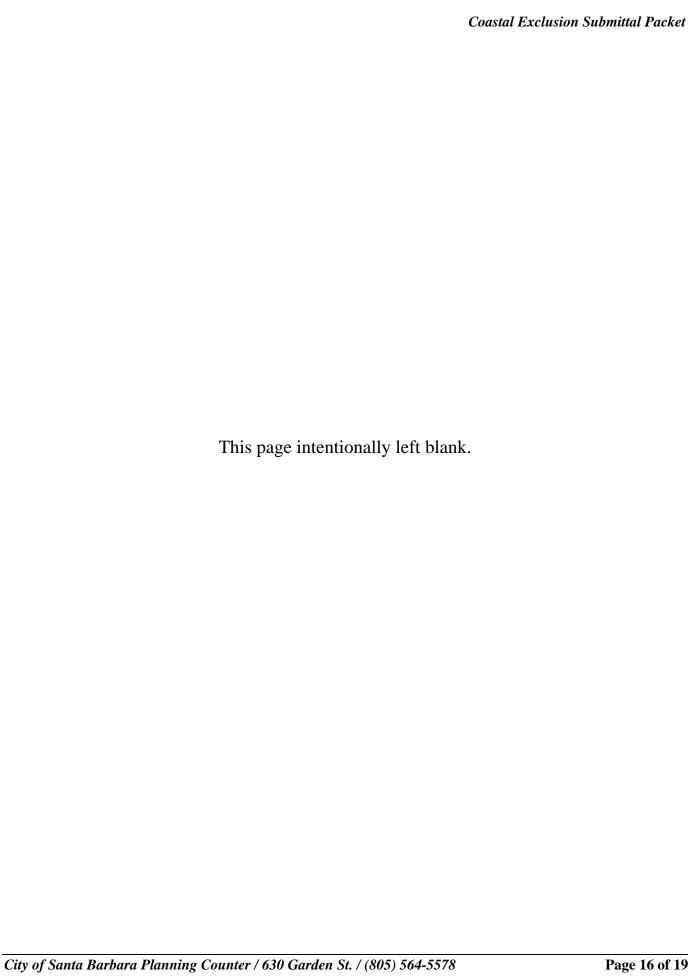
F. NUMBER OF PARKING SPACES:

	Required	EXISTING	Proposed	TOTAL
Covered				
UNCOVERED				
BICYCLE PARKING				

G. ADDITIONAL INFORMATION:

	lication for development on this site been submoastal Zone Conservation Commission or Coast	- ·
YES	□NO	
If yes, state	previous Application Number:	
Are utility ex Water Gas Electric Sewer Telephone	xtensions for the following needed to serve the part of the part o	
If yes, expla	_	S LINO
<u>=</u>		
YES If yes, indic project site:	☐ NO ate the location of the nearby access, including	g the distance from the
	evelopment involve diking, filling, dredging of waters, wetlands, estuaries, lakes, or creeks?	or placing structures in
YES	□NO	
	in. (Include amount of material to be dredged or ed material disposal site).	or filled and the location

	5.	Will the development extend into or adjoin any beach, tidelands, submerged lands or public trust lands?				
		☐ YES* ☐ NO				
	6.	Is the proposed development in or	near:			
		• Sensitive habitat areas?	YES*	☐ NO		
		• 100-year floodplain?	YES*	□ NO		
		• Park or recreation area?	☐ YES*	☐ NO		
	7.	Is the proposed development visible	e from:			
		• U.S. Highway 101 or other	scenic routes?	YES*	□NO	
		• Park, beach or recreation ar	eas?	YES*	□NO	
		• Harbor area?		☐ YES*	□NO	
	8.	Does the site contain any:				
		• Historic resources?	YES*	□NO		
		• Archaeological resources?	YES*	☐ NO		
*NOTE:	If yes below	s, to any of the items in (5 through v.	8) above, pleas	se explain on	a separate sheet or	
	<u> </u>		<u> </u>	·		



Applicant's Name Applicant's Return Address (or letterhead) Applicant's Telephone Number

Date:

Planning Division City of Santa Barbara P.O. Box 1990 Santa Barbara, CA 93102-1990



Re: Coastal Exclusion Application for (*Project Address*); Assessor's Parcel Number(s) (099-999-099); (*Land Use*) Zone

Dear Planning Staff:

(Please include a statement requesting a coastal exclusion <u>and</u> a detailed description of the existing situation and the proposed project.)

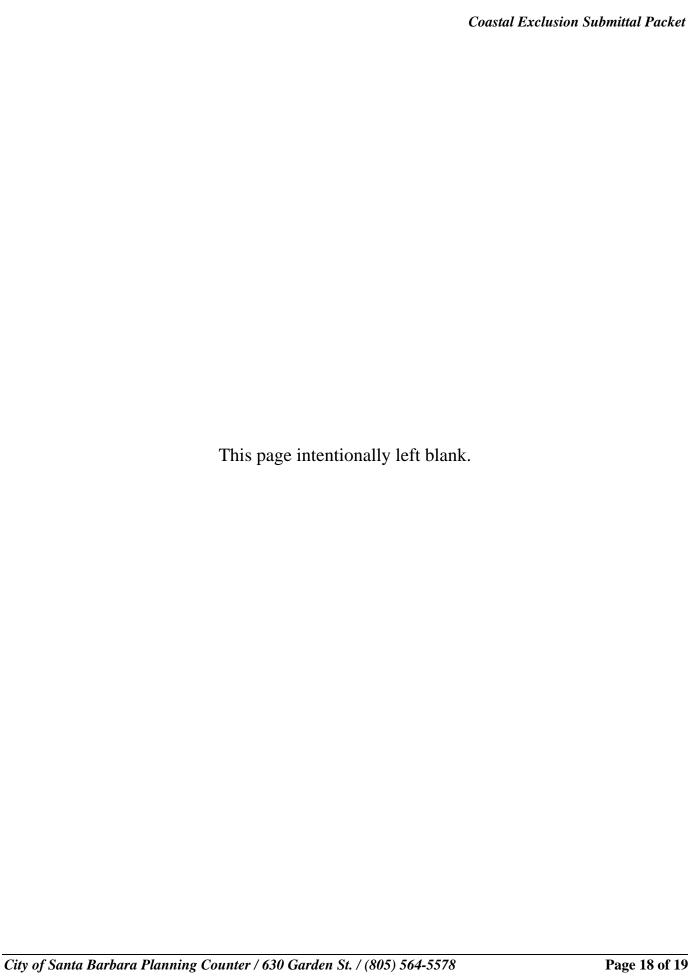
SAMPLE TEXT:

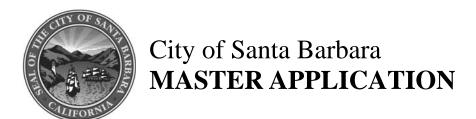
We are requesting a coastal exclusion to allow a bedroom addition to an existing home in the Non-Appealable Jurisdiction of the Coastal Zone. The proposed bedroom is needed for our growing family, since there are only two bedrooms existing in the house.

There is an existing house (1,000 sq. ft.), and a detached two-car (400 sq. ft.) garage on the 6,000 sq. ft. property. The proposal is to build a 300 sq. ft. (20'x15') bedroom addition to the rear of the existing house on the easterly side of the property.

Sincerely,

SIGNATURE OF APPLICANT





Case Numbers			
MST 200	_		
BLD 200_			
Other			
	(Staff Use Only)		

Pro	oject Address:_	<mark>630 Garden Stre</mark>	<mark>et</mark>				
Ass	essor's Parcel Nur	mber: <u>099-010-099</u>			_ Land Use Zor	ne: <u>R – 1 / S - D -</u>	<u>3</u>
Exis	sting Condition/Cu	urrent Use <u>single-</u> j	family residence				
□N	New Addition	Remodel	Repair	Demo	☐ Change of Us	e Grading	Other
⊠ R	Residential: # of Bldgs.	# of Stories	# of Units <u>1</u>	_ Comme	ercial:# of Bldgs	_ # of Stories	Const. Type
Pro	ject Descriptio	on: 300 square	foot, first floor a	addition to	existina 1,000 sa	nare foot sinale	r-family
	dence with a deta					<u> </u>	<i></i>
Pro	posed Use/Occupa	nncy:		Coi	nstruction Valuat	ion \$:	
		<u>Name</u>		Address		y, State, Zip	Phone #
\boxtimes	Owner of Property:	<u>Jane Doe,</u>	<u>630 Gar</u>	<mark>rden Street,</mark>	<u>Santa (</u>	Barbara, CA 93101	<u>(805) 555-1212</u>
	Applicant:	John Smith,	123 Eas	sy Street,	<u>Camar</u>	<mark>llo, CA 93123</mark>	<u>(987) 555-1234</u>
	Tenant:						
	Architect/Designer:						
_	Contractor:						
	Other (specify):						
	PORTANT: Please				e whom we should	contact regarding	g this application.
		oposed Size	F			USE ONLY	5FF
New	Commercial Building	<u></u>	sa ft		ECTURAL BOARD OF		
	Residential Building			Coastal Exclusion			
	ition:			ENVIRONMENTAL REVIEW			
	odel/Tenant improver			HISTORIC LANDMARK COMMISSION REVIEW (HLC)			
	oort/Patio Cover:			GENERAL PLAN SQUARE FOOTAGE ALLOCATION (GPU)			
	Deck:			Modification Review (MOD)			
	Fencing: Paving:			PLANNING COMMISSION REVIEW (PC) (CIRCLE ALL THAT APPLY:			
	ling:		None cu. yd.		, Appeal, Cdp, Cup,		
	er (specify):	<u>*</u>	tan yan		THER		
		xisting Size			PP./DEVELOPMENT A		
Lot:			<mark>6,000</mark> sq. ft.	I	RTY PROFILE (FOR CO		
	n Building:		<u>1,000 </u>	<u> </u>	OMMITTEE REVIEW	,	
	er (specify):		<u>400</u> sq. ft.		LETTER (TYPICALL	y For Financial I	NSTITUTIONS)
require contain	undersigned, understand apements, laws, or ordinances ned herein, including all documents to the control of the	of the City of Santa Bar ments and plans submitted in	pes not waive any bara. All statements	I hereby authoriz application.	te the above named contact p	erson to act as my agent in	all matters pertaining to this

Signature: Jane Doe

(Property Owner)

Date: <u>**8-21-04**</u>

Signature: John Smith

Date: **8-21-04**